



*An Accredited California Community College*

**West Los Angeles College**

**9000 Overland Avenue**

**Culver City, CA 90230**

**(310) 287-4200**

**[www.wlac.edu](http://www.wlac.edu)**

***ANNUAL SECURITY REPORT***

**2017**



*A Message from the President*

*Dear Students, Parents, Employees and Visitors,*

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*At West Los Angeles College, the safety and security of all who set foot on our campus is of utmost importance. Our hope is to make your experience with us free from worry about personal safety so we can all focus on the job of helping students learn and reach their educational goals.*

*It is with that in mind that West LA College has prepared this **2017 Annual Security Report**. At the same time, effective safety and security is the product of a collective effort by the entire college community, not just the sharing of a report. For this reason, we ask that you help us by being vigilant as you go about your business on campus and report any incidents or security issues to the campus Sheriff or the college administration. In short, “see something, say something.”*

*The Sheriff can be reached at **(310) 287-4314** or by picking up any emergency phone on campus. College administrators can be reached at the phone numbers you will find inside this report.*

*For yet another year West LA College has remained one of the safest college campuses around. Thank you for your interest and efforts in helping maintain that proud tradition.*

**James M. Limbaugh, Ph.D. President  
West Los Angeles College**

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**CRIME STATISTICS**

The following crime statistics for West L.A. College have been compiled by the Los Angeles County Sheriff's Department, in conjunction with local law enforcement agencies surrounding the campus. Campus crime, arrest and referral statistics include those reported to the Los Angeles County Sheriff's Department, campus security authorities, and local law enforcement agencies.

West L.A. College has certain mandatory crime reporting obligations under state law. The Child Abuse Neglect and Reporting Act ("CANRA," Penal Code section 11164 et seq.) requires employees to report known or suspected instances of child abuse or neglect to law enforcement. Penal Code section 11160 requires prompt, mandatory reporting to law enforcement by health care practitioners (such as employees or contractors in the Student Health Center) when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or are the result of assaultive or abusive conduct.



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
 COMMUNITY COLLEGE BUREAU  
 2014 TO 2016 CLERY ACT CRIME STATISTICS  
 WEST LOS ANGELES COLLEGE



OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
SEXUAL ASSAULT (SEX OFFENSES)	1	0	1	0	0	0	0	0	0
Rape	0	0	0				0	0	0
Fondling	1	0	1				0	0	0
Incest	0	0	0				0	0	0
Statutory Rape	0	0	0				0	0	0
ROBBERY	0	0	0				0	0	0
AGGRAVATED ASSAULT	0	0	1				0	0	0
BURGLARY	0	0	3				0	0	0
MOTOR VEHICLE THEFT	0	0	0				0	0	0
ARSON	0	0	0				0	0	0
DOMESTIC VIOLENCE	0	1	1				0	0	0
DATING VIOLENCE	0	0	0				0	0	0
STALKING	0	1	0				0	0	0
WEAPONS: Carrying, Possessing, Etc. - ARRESTS	0	0	0				0	0	0
WEAPONS: Carrying, Possessing, Etc. - DISCIPLINARY REFERRALS	0	0	1				0	0	0
DRUG ABUSE VIOLATIONS - ARRESTS	0	0	0				0	0	0
DRUG ABUSE VIOLATIONS - DISCIPLINARY REFERRALS	0	1	1				0	0	0
LIQUOR LAW VIOLATIONS - ARRESTS	0	0	0				0	0	0
LIQUOR LAW VIOLATIONS - DISCIPLINARY REFERRALS	0	0	1				0	0	0

**HATE CRIMES**  
 2014 - There were no reported hate crimes.  
 2015 - There were no reported hate crimes.  
 2016 - There were no reported hate crimes.

Date: 09/05/2017  
 Data Sources: LASD LARCIS, LASD Arrest Query Tool, Culver City P.D., and Campus Security Authorities.  
 Note: There are no Residential Facilities or Non-Campus locations associated with West Los Angeles College. Statistics presented on this report were gathered in accordance with the Clery Act. They may vary from LASD, CCS YIR, UCR, and other reports.



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
COMMUNITY COLLEGE BUREAU  
CLERY ACT DEFINITIONS – LOCATIONS AND CRIME CATEGORIES**



**LOCATIONS**

**On Campus:** Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Additionally, this includes any building or property within the same reasonably contiguous geographic area of the main campus that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (e.g., a food or other retail vendor).

**Non-Campus:** Any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution's main campus.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, parking facilities, and public parks immediately adjacent to and accessible from the campus that falls under the jurisdiction of an outside law enforcement agency. Generally, this property consists of a public sidewalk that borders the campus, the public street along the sidewalk and the public sidewalk on the other side of the street (i.e., sidewalk, street, sidewalk). Public property does not include anything beyond the second sidewalk (e.g., businesses, residences, etc.).

**CRIME CATEGORIES**

**Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Includes rape, fondling, incest, and statutory rape.

**Robbery:** The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

**Arrest:** Persons processed by arrest, citation, or summons.

**Referred for disciplinary action:** The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Weapons Laws:** The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.

**Drug Laws:** Violations of laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (Morphine, Heroin, Codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Laws:** The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Driving under the influence and drunkenness violations are excluded.

**Hate Crimes:** Any of the above criminal offenses as well as crimes involving larceny-theft, intimidation, simple assault or destruction/damage/vandalism that manifests evidence that the victim is intentionally selected because of the perpetrator's bias against the victim (race, gender, religion, sexual orientation, ethnicity, disability, ethnicity/national origin, or gender identity of the victim).

**Domestic Violence:** A felony or misdemeanor crime of violence committed—By a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— fear for the person's safety or the safety of others; or suffer substantial emotional distress.

## TIMELY WARNING POLICY

When a crime is reported to the Sheriff's Department on campus and/or the campus administration that, in the judgment of the college president or administrator-in-charge (usually the Vice President of Administrative Services), creates a serious or ongoing threat, a campus-wide "timely warning" will be issued.

The warning will be issued through the following college notification systems to students, faculty and staff:

- Blackboard Emergency Notification System -- A text message will be sent to mobile phones (on file) of students and employees. The message may also be sent to the City of Culver City. An opt-out process has been developed for message recipients.
- Email blast – A message will be sent to all WLAC employee email addresses.
- IP Messenger – An audio message will be sent through the desk phones to WLAC employees. The message will also be sent through the public address speakers in classrooms, corridors, and exterior common areas as the capability is developed.

Updated warnings will be issued through the methods specified above and via the following, as deemed appropriate by the college:

- **Website** news post or message – Announcements will be posted on the college home page and at <http://www.wlac.edu/Sheriff/text-alerts.aspx>
- **Flyers** – As practicable, flyers will be prepared and distributed/posted on campus
- **Signage** – Signs will be placed in areas of high traffic and at closed entrances to the campus or buildings.
- **Sheriff's Officers** – Will circulate the campus as practicable using patrol vehicle loud speakers.

Anyone with information warranting a timely warning should contact the Sheriff's Department by phone to (310) 287-4314/4315 or in person at the Sheriff's Office in Building C-3 on Freshman Drive at the entrance to Lot 5 (see campus map).

## HOW TO REPORT CRIME

To report a crime, please contact the Sheriff's Department at (310) 287-4314/4315 or use the blue emergency telephones located throughout the campus. To use the emergency phones, simply press the button on the front of the phone box to be connected to the College Sheriff.

You may also report crime to the following campus officials who are designated as campus security authorities:

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>Location</b>
<i>President</i>	<i>James Limbaugh</i>	<i>4325</i>	<i>Student Services Building</i>
<i>Vice President, Administrative Services</i>	<i>Iris Ingram</i>	<i>4367</i>	<i>Student Services Building</i>
<i>Vice President, Academic Affairs</i>	<i>Aracely Aguiar</i>	<i>4328</i>	<i>Career Education Building</i>
<i>Vice President, Students Services</i>	<i>Roberto Gonzalez</i>	<i>4248</i>	<i>Career Education Building</i>
<i>Dean, Academic Affairs</i>	<i>Mary Jo Apigo</i>	<i>4410</i>	<i>Heldman Library Resource</i>
<i>Dean, Academic Affairs (Acting)</i>	<i>Kimberly Manner</i>	<i>4551</i>	<i>Career Education Building</i>
<i>Dean, Academic Affairs</i>	<i>Carmen Dones</i>	<i>4522</i>	<i>General Classroom Building</i>
<i>Dean, Academic Affairs</i>	<i>Eric Ichon</i>	<i>4558</i>	<i>Heldman Library Resource</i>
<i>Dean, Academic Affairs</i>	<i>Walter Jones</i>	<i>4244</i>	<i>Career Education Building</i>
<i>Dean, Institutional Research</i>	<i>Rebecca Tillberg</i>	<i>4361</i>	<i>Career Education Building</i>

## Annual Security Report 2017

## West Los Angeles College

<i>Dean, Adult 7 Continuing Education</i>	<i>Allison Tom-Miura</i>	<i>4431</i>	<i>Career Education Building</i>
<i>Dean, Student Services</i>	<i>Shalomon Duke</i>	<i>4423</i>	<i>Student Services Building</i>
<i>Dean, Student Services</i>	<i>Glenn Schenk</i>	<i>4275</i>	<i>Student Services Building</i>
<i>Associate Dean, Student Services</i>	<i>Celena Alcalá</i>	<i>4290</i>	<i>Career Education Building</i>
<i>Athletic Director</i>	<i>Ricardo Hoper</i>	<i>4513</i>	<i>Physical Ed Complex North</i>

West L.A. College does not have procedures allowing victims and witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Police reports are considered public records under state law, and reports of crime cannot be held in complete confidence. However, victims of sexual violence may request to law enforcement that their names not become a matter of public record. (Penal Code section 293.)

### SECURITY AND ACCESS TO CAMPUS FACILITIES

No visitor on campus shall attend a college activity limited to college personnel without prior approval of the college president or his/her authorized representative. Any visitor on campus may attend a college event which is authorized as open to the public. (LACCD Board Rule 91202.) All visitors must adhere to the Code of Conduct, LACCD Board Rules, Chapter IX, Article VIII ("Conduct on Campus"), available at: <http://www.laccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleVIII.pdf>

College premises shall not be used later than 11:00 p.m., except upon special permission of the college. (LACCD Board Rule 7200.32.)

Campus security is provided by the Los Angeles County Sheriff's Department, which staffs the campus 24 hours a day, seven days a week, year-round. In addition to assigning its own officers to the campus, the Sheriff supervises a corps of police cadets hired by the college who provide administrative support and parking enforcement.

Entrances to campus buildings are secured by door locks and, in some cases, intrusion alarms. Entrances to buildings accessed by employees, students and visitors are unlocked during business hours and locked during non-business hours. Keys are issued to college employees and the Sheriff. Gates at vehicle entrances to the main campus are closed and locked on weekends and holidays.

Security cameras are located at various points on campus and images are displayed, monitored and recorded in the Sheriff's station located in parking lot 5. At any given time several security cameras on campus may be non-functioning, and camera monitors are not continuously scanned in the Sheriff's station. Emergency phones are located throughout the campus and may be used to connect directly with the Sheriff's Station.

WLAC does not have campus residences.

### CAMPUS LAW ENFORCEMENT

#### Authority of the Los Angeles County Sheriff's Department

The LACCD contracts with the Los Angeles County Sheriff's Department to provide security services at West L.A. College. The Sheriff's Department has authority to apprehend and arrest individuals involved in illegal activity on campus and areas immediately adjacent to the campus. The Sheriff's Deputies are peace officers as defined in Penal Code section 830.1. The Sheriff's Security Officers are public officers as defined in Penal Code section 831.4, and have received training pursuant to Penal Code section 832.

Crimes occurring on campus are investigated by the Sheriff's Department. The prosecution of criminal offenses, both felonies and misdemeanors, occurs at the Los Angeles Superior Court (for violations of state law) or the United States District Court, Central District of California (for violations of federal law). Sheriff's Department personnel work as appropriate with local, state and federal law enforcement agencies, and have access to national crime databases.

The Sheriff's Department maintains a daily crime log of criminal incidents and alleged criminal incidents which are reported to the Sheriff's Department.

### **Accurate and Prompt Reporting of Crimes to Law Enforcement**

To ensure the safety of everyone on campus, West L.A. College encourages the accurate and prompt reporting of crimes to the Sheriff's Department at (310) 287-4314/4315 or in person at the Sheriff's Station located in Building C-3 on Freshman Drive in Parking Lot 5.

### **Professional Counselors**

A professional counselor whose official responsibilities include mental health counseling to members of the West L.A. College community and who is functioning within the scope of his/her license or certification is exempt from disclosing reported offenses to law enforcement, unless there is a legal obligation to disclose. Personal information from counseling records will not be revealed unless disclosure is required by law. (LACCD Board Rule 8302.10.) However, counselors may encourage victims to make a report to law enforcement.

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### **PROGRAMS REGARDING SECURITY PROCEDURES AND PRACTICES**

West L.A. College maintains a 24/7 security and safety presence on the campus through its contract with the Los Angeles County Sheriff, which functions as the campus police department. The Sheriff proactively patrols the campus and engages individuals involved in suspicious activity or apparent criminal acts. The Sheriff alerts the college administration to potentially dangerous situations on or around the campus, which enables the college to notify the campus community. Written emergency procedures are posted in classrooms and offices throughout the campus to instruct students, employees and visitors what to do in response to various types of emergencies. Periodically, the college administration and college council meet with the campus Sheriff to discuss security concerns and review safety conditions, such as lighting, patrols and emergency communications. Anyone who desires an escort to a parked vehicle on campus may call the Sheriff station to request the accompaniment of an officer or cadet.

### **PROGRAMS REGARDING PREVENTION OF CRIMES**

The campus Sheriff maintains a page on the college Website that provides crime prevention advice. Included are suggestions for personal safety, neighborhood watch and business watch and tips for persons with disabilities. Information is also offered to students and employees through security awareness packets available at the Student Health Center. The campus Sheriff's page can be found at the following address: <http://www.wlac.edu/Sheriff/Index.aspx>

### **MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS**

West L.A. College does not have recognized off-campus locations of student organizations, such as off-campus housing facilities, and does not engage in monitoring of student criminal activity off-campus. However, students engaging in criminal activities off-campus, in conjunction with college-sponsored activities, may be subject to disciplinary action by West L.A. College.

## POLICY REGARDING POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS

The LACCD is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District or colleges of the District.

LACCD Board Rule 9803.19 prohibits the following: "Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics: (a) opiates, opium and opium derivatives; (b) mescaline; (c) hallucinogenic substances; (d) peyote; (e) marijuana; (f) stimulants and depressants; (g) cocaine."

In addition to Board Rule 9803.19, the LACCD also enforces state laws relating to underage drinking, pursuant to Board Rule 9803.27 ("Performance of an Illegal Act").

### Penalties

Federal and state laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of one's driver's license and limitations of career choices. A summary of federal penalties for drug related offenses is available at: <http://www.justice.gov/dea/druginfo/ftp3.shtml>

The federal Controlled Substances Act is available at: <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

In addition to criminal prosecution, violators are also subject to disciplinary action by West L.A. College. Student discipline actions may include the following: warning, reprimand, disciplinary probation, suspension, and/or expulsion.

### Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A description of various drugs and their effects is available at: <http://www.justice.gov/dea/druginfo/factsheets.shtml>

### Drug and Alcohol Prevention Programs

West L.A. College, through its Student Health Center, offers free short-term therapy for substance abuse to all registered students who have paid the health fee. For long-term assistance, the Center offers referral services to outside drug and alcohol prevention and treatment programs. Please refer to the WLAC Student Health & Wellness Center page on the WLAC Website.

**Resources for Counseling, Treatment and Rehabilitation**

The following counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

Los Angeles Community College District Employee Assistance Program (EAP)  
<http://www.laccd.edu/Departments/HumanResources/Total-Wellness-Program/Pages/HR-ARFLbenefits.aspx>  
(800) 327-0449

National Council on Alcoholism and Drug Dependence  
<https://www.ncadd.org/>  
(800) NCA-CALL

Los Angeles County Public Health, Substance Abuse Prevention and Control  
<http://publichealth.lacounty.gov/sapc/>  
(800) 564-6600

Alcoholics Anonymous  
[www.aa.org](http://www.aa.org)  
(800) 923-8722

Cocaine Anonymous  
<https://ca.org/>  
(888) 714-8341

Marijuana Anonymous  
<http://www.marijuana-anonymous.org/>  
(800) 766-6779

Narcotics Anonymous  
<https://www.na.org/>  
(800) 863-2962

Families Anonymous  
[www.familiesanonymous.org](http://www.familiesanonymous.org)  
(800) 736-9805

**DISCLOSURES TO THE ALLEGED VICTIM OF A CRIME OF VIOLENCE OR A NON-FORCIBLE SEX OFFENSE**

West L.A. College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report of the results of any disciplinary proceeding conducted by West L.A. College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the request.

As defined by Section 16 of Title 18 of the United States Code, a “crime of violence” is “(a) an offense that has an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.”

## DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

Allegations of dating violence, domestic violence, and stalking are handled pursuant to the LACCD Board Rules, Chapter XV (“Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct (Title IX)”) and LACCD Administrative Regulation C-14 (“Procedures for Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Complaints”), available at:

<http://www.laccd.edu/Board/Documents/BoardRules/Chapter%20XV.docx>  
<http://www.laccd.edu/About/Documents/AdministrativeRegulations/C-14.docx>

### Educational Programs and Campaigns to Promote the Awareness of Dating Violence, Domestic Violence, Sexual Assault and Stalking

West L.A. College offers educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses through the Student Health & Wellness Center on campus. Tips for preventing assaults are also included in the “Personal Safety” section of the Sheriff’s page on the College Website.

Another resource is the Jenesse Center (<https://jenesse.org/>), a year-round program available to West L.A. College students, faculty and staff. Their mission is to provide victims of domestic violence with a comprehensive, centralized base of support to assist them in addressing their immediate crisis and changing the patterns of their lives.

### Who to Contact

If you are the victim of sexual assault on campus, you should immediately contact the College Sheriff, Campus Violence Response Team, Title IX Coordinator, or Behavioral Intervention Team. WLAC’s Campus Violence Response Team includes the following members:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
Vanla Gevorgiz	Deputy Sheriff/Team Leader/First Responder	310-287-4314
Dr. Roberto Gonzalez	Vice President, Student Services	310-287-4321
Dr. Shalomon Duke	Dean of Student Services,	310-287-4423
Glenn Schenk	Director, Financial Aid, Title IX Coordinator	310-287-4275
Murrell Green	Chair, Counseling Department	310-287-4429
Dr. Lisa Ma	Director, Student Health & Wellness Center	310-287-4478
Steven Lee	Clinical Supervisor, Student Mental Health	310-287-4478
Iris Ingram	Vice President, Administrative Services	310-287-4367

West L.A. College strongly encourages timely reporting of sexual assaults so that evidence may be collected and preserved. Campus law enforcement, the Campus Violence Response Team, and/or Behavioral Intervention Team can ensure that immediate medical attention is provided, assure the victim that confidentiality will be maintained (unless the victim otherwise consents), inform the victim of legal and disciplinary options, and provide the victim with appropriate referrals.

Within 24 hours of being notified of a sexual assault, campus law enforcement shall, with the consent of the alleged victim, notify the College President of the sexual assault and the victim’s name. (LACCD Board Rule 16200.30.)

The District prohibits dating violence, domestic violence, sexual assault, and stalking, as those terms are defined for purposes of the Clery Act.

The LACCD's Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy uses the following definitions:

- **“Dating Violence”** is included in Intimate Partner Violence, below. (C-14, Section II.I.)
- **“Domestic Violence”** is included in Intimate Partner Violence, below. (C-14, Section II.M.)
- The term **“Intimate Partner”** refers to a person with whom one has or had a close personal relationship that may be characterized by some or all of the following: the partners' emotional connectedness, regular contact, ongoing physical contact and sexual behavior, identity as a couple, and familiarity with and knowledge about each other's lives. Intimate Partner relationships include current or former:
  - spouses (married spouses, common-law spouses, civil union spouses, domestic partners)
  - boyfriends/girlfriends
  - dating partners
  - ongoing sexual partners

Intimate Partners may or may not cohabit. Intimate Partners can be opposite or same sex. If the Alleged Victim and the Respondent have a child in common and a previous relationship but no current relationship, then by definition they fit into the category of former Intimate Partners. (C-14, Section II.R.)

- **“Intimate Partner Violence”** refers to behavior involving physical force or intimidation of such force, intended to hurt, damage, or kill an Intimate Partner, as defined above; this frequently arises in the form of Sexual Misconduct. (C-14, Section II.S.)
- **“Sexual Misconduct”** refers to non-consensual sexual activity, where clear, knowing, and voluntary Consent, as defined herein, both prior to and during the sexual activity is absent. Sexual misconduct includes “sexual harassment” as that term is defined herein.
  1. Sexual Misconduct offenses include but are not limited to Non-Consensual Sexual Intercourse, defined as
    - a. Any sexual penetration or intercourse (anal, oral, or vaginal)
    - b. However slight
    - c. With any object
    - d. By a person upon another person
    - e. That is without Consent and/or by force
    - f. Sexual penetration includes vaginal, oral or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth or genital contact, or genital to mouth contact.
    - g. Non-Consensual Sexual Intercourse includes but is not limited to rape, forced sodomy, forced copulation, or rape by foreign object.
  2. Sexual Misconduct offenses also include Non-Consensual Sexual Contact, defined as
    - a. Any intentional sexual touching
    - b. However slight
    - c. With any object
    - d. By another person upon another person

- e. That is without Consent and/or by force.
  - f. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
  - g. Non-Consensual Sexual Intercourse includes but is not limited to sexual battery or threat of sexual assault.
3. In addition to those acts specified above, Sexual Misconduct also specifically includes Sexual Harassment, Stalking, Dating Violence, Domestic Violence, and Intimate Partner Violence. (C-14, Section II.DD.)
- **“Sexual Violence”** refers to a forceful physical sexual act that is committed or attempted by another person without freely given Consent. (C-14, Section II.GG.)
  - **“Consent”** when used regarding Sexual Misconduct matters refers to a mutual honest, direct agreement. Consent is never implied and cannot be assumed, even in the context of a relationship.
    1. Consent must be:
      - a. Informed (knowing)
      - b. Voluntary (freely given)
      - c. Active, (not passive)
      - d. By clear words or actions, with regard to agreed-upon (sexual) activity, and
      - e. Must indicate permission to engage in mutually agreed upon (sexual) activity.
      - f. It must also be continuous throughout the sexual interaction.
    2. Consent cannot be the result of:
      - a. Force,
      - b. Physical Violence,
      - c. Threats,
      - d. Intimidation,
      - e. Coercion, including consideration of frequency, intensity, isolation and duration, or
      - f. Incapacity as a result of drugs, alcohol, sleep, mental or cognitive impairment, injury, or other condition, which was or should have been known to the accused. Intoxication of the assailant shall not diminish the assailant’s responsibility for sexual assault or sexual misconduct.
    3. The absence of “No” does not mean “Yes”. (C-14, Section II.H.)
  - **“Stalking”** refers to a course of conduct (two or more acts), directed at a specific person, on the basis of actual or perceived membership in a protected class, that is unwelcome, and would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. Stalking is defined as the repeated following, watching, and harassing of another person. Stalking may include legal, appropriate behavior such as sending someone flowers or waiting outside someone’s workplace for her/him to appear. However, when these acts are coupled with an intent to instill fear or injury, they may be part of a pattern of stalking behavior. (C-14, Section II.HH.)

West L.A. College provides the following information regarding risk reduction:

- *Attending awareness workshops and other educational demonstrations facilitated by the campus throughout the year on personal safety, dating violence, and sexual violence.*
- *Reading information contained on campus website regarding personal safety and awareness.*
- *Reporting questionable or suspicious activity to college administration or Sheriff.*

### **Procedures Victims Should Follow in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking**

West L.A. College strongly encourages the timely reporting of crimes of alleged dating violence, domestic violence, sexual assault or stalking, so that evidence may be collected and preserved. It is important to preserve evidence that may assist in proving the alleged criminal offense occurred or may be helpful in obtaining a protection order.

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, you should contact the LACCD Title IX Coordinator, Cristy Passman at **(213) 891-2267** and/or *Glenn Schenk, College Title IX Coordinator at (310) 287-4267.*

You may also contact the following community organizations:

#### **ON-CAMPUS RESOURCES**

College Sheriff 310-287-4314  
Student Health & Wellness Center 310-287-4478

#### **OFF-CAMPUS RESOURCES**

Peace Over Violence 213-955-9090 [www.peaceoverviolence.org](http://www.peaceoverviolence.org)  
National Organization for Victim Assistance 800-TRY-NOVA [www.trynova.org](http://www.trynova.org)  
Rape and Battering Hotlines 310-392-8391  
National Domestic Violence Hotline 800-799-SAFE  
National Sexual Assault Hotline 800-656-HOPE  
LA Commission on Assaults Against Women 310-392-8381  
Los Angeles County Domestic Violence Hotline 800-978-3600  
Jenesse Center 800-479-7328 <https://jenesse.org/>

The Title IX Coordinator will inform the victim of his/her options to report the matter to either campus law enforcement or the local police department; be assisted by campus authorities in notifying law enforcement if the victim chooses; and decline to notify such authorities. (See C-14, Section IX.A.) The Sheriff's Department on campus may be contacted at: *(310) 287-4314/4315 or in person at Building C-3 located on Freshman Drive in Lot 5.*

The Title IX Coordinator will also inform the victim of legal and disciplinary options, including criminal prosecutions, civil action, and relevant District disciplinary processes. (C-14, Section IX.A.)

A victim is entitled to pursue independently civil remedies, including but not limited to injunctions, restraining orders, or other orders. (C-14, Section XIV.) Information regarding domestic violence restraining orders is also available at: <http://www.courts.ca.gov/selfhelp-domesticviolence.htm>

The District may also seek a temporary restraining order on behalf of an employee, if the employee has suffered unlawful violence or a credible threat of violence from any individual that can reasonably be construed to be carried out at the workplace. (Code of Civil Procedure section 527.8.)

### **Confidentiality of Victims and Other Necessary Parties**

All persons involved in investigations of complaints shall have a duty to maintain the confidentiality of matters discussed, except as may be required or permitted by law, including the rules and regulations of the District. (C-14, Section V.) The Title IX Coordinator will inform law enforcement of an incident for Clery Act reporting purposes, without providing any personally identifying information (e.g., name) of the victim. (C-14, Section IX.A.)

West L.A. College will maintain as confidential any accommodation or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

### **Counseling, Health, Mental Health, Victim Advocacy, Legal Assistance, Visa and Immigration Assistance, Student Financial Aid and Other Services Available for Victims**

#### **ON-CAMPUS RESOURCES**

College Sheriff 310-287-4314  
Student Health & Wellness Center 310-287-4478

#### **OFF-CAMPUS RESOURCES**

Peace Over Violence 213-955-9090 [www.peaceoverviolence.org](http://www.peaceoverviolence.org)  
National Organization for Victim Assistance 800-TRY-NOVA [www.trynova.org](http://www.trynova.org)  
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LA Commission on Assaults Against Women 310-392-8381  
Los Angeles County Domestic Violence Hotline 800-978-3600  
Jenesse Center 800-479-7328 <https://jenesse.org/>

### **Requesting Changes to Academic, Transportation, and Working Situations or Protective Measures**

West L.A. College will comply with a victim's request for an academic situation change following an alleged offense, if such changes are reasonably available, and regardless of whether the victim chooses to report the crime to campus law enforcement. For example, West L.A. College may, consistent with Board policy, provide the option of taking a "withdrawal" or an "incomplete" grade.

The College President or his/her designee shall refer an Alleged Victim to the Title IX Coordinator if he/she experiences academic difficulties as a result of the sexual assault. The Title IX Coordinator, in cooperation with the Vice President of Academic Affairs and/or Student Services may provide temporary sanctions to alleviate the immediate impact of the sexual assault. The President shall also refer a non-student Reporting Individual to the Title IX Coordinator for assistance with workplace or immediate difficulties that may arise. (C-14, Section IX.C.)

Temporary sanctions shall be implemented by the Title IX Coordinator, as required to separate the Alleged Victim and Respondent. Such temporary sanctions may include moving one party to another section of the same class or to a different online location, providing the Alleged Victim with an escort across campus, or permitting the Alleged Victim to take exams in a different location from the Respondent and/or alleged offender and any similar action(s) intended to separate the parties and reduce the stress on them arising from the incident and allegations. (C-14, Section IX.D.)

### **Procedures for Disciplinary Action for Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking**

Formal complaints regarding alleged sexual misconduct at West L.A. College are investigated by the District's Office for Diversity, Equity and Inclusion.

A Compliance Officer shall complete an investigation and make a written report to the College President in 60 days. (C-14, Section X.A.) The College President shall send a summary of the Compliance Officer's report to the parties, and the Alleged Victim and Respondent have a right to make an oral statement to the College President within 15 days of receipt of the summary of the report. (C-14, Section X.B.)

The College President shall send a Written Decision to the parties. The Alleged Victim or Respondent may appeal within 15 days of the date of the Written Decision. The District's Board of Trustees may review the matter and act within 45 days; if 45 days have elapsed without action by the Board of Trustees, the Written Decision is considered the final District decision. In cases not involving employment, there is also a right to file a written appeal to the State Chancellor within 30 days after the final District decision is issued by the Board of Trustees, or the 45-day period has elapsed. (C-14, Section XI.)

If discipline is to be taken, the College President or his/her designee shall initiate the applicable disciplinary process within ten (10) business days of issuing the Written Decision, or, for good cause, as soon thereafter as is practical. (C-14, Section XII.)

### **Disciplinary Action for Students**

If the alleged perpetrator is a student, he/she may also be disciplined consistent with the procedures for campus disciplinary actions in LACCD Board Rules, Chapter IX, Article XI ("Student Discipline"), available at:

**<http://www.laccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleXI.pdf>**

### **Disciplinary Action for Employees**

If the alleged perpetrator is a District employee, disciplinary action shall be pursued in accordance with state law, the LACCD Board Rules, the LACCD Personnel Commission, and/or any applicable collective bargaining agreement or memoranda of understanding. (C-14, Section XII.C.)

### **Standard of Evidence Used**

The LACCD uses a "preponderance of evidence" standard. (C-14, Section XI.B.1.)

### **Possible Sanctions Following a Disciplinary Proceeding for an Allegation of Dating Violence, Domestic Violence, Sexual Assault or Stalking**

Possible sanctions following a student disciplinary hearing include, but not are limited to, warnings, probation, suspension or expulsion from all of the District's colleges. (C-14, Section XII.D.)

Disciplinary action against employees shall include, without limitation, verbal warnings, letters of reprimand, notices of unsatisfactory service, suspensions, demotions, or dismissals. (C-14, Section XII.C.)

### **Range of Protective Measures That May Be Offered to Victims Following an Allegation of Dating Violence, Domestic Violence, Sexual Assault or Stalking**

Temporary sanctions shall be implemented by the Title IX Coordinator, as required to separate the Alleged Victim and Respondent. Such temporary sanctions may include moving one party to another section of the same class or to a different online location, providing the Alleged Victim with an escort across campus, or permitting the Alleged Victim to take exams in a different location from the Respondent and/or alleged offender and any similar action(s) intended to separate the parties and reduce the stress on them arising from the incident and allegations. (C-14, Section IX.D.)

### **A Prompt, Fair, and Impartial Process**

Proceedings arising from an allegation of dating violence, domestic violence, sexual assault or stalking will include a prompt, fair, and impartial process from the initial investigation to the final result.

Proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The Title IX Coordinator is responsible for organizing training opportunities for administrators and other employees regarding Title IX sexual misconduct issues. (C-14, Sections III.B.2, III.B.3.)

The accused and accuser may have others present during a campus disciplinary hearing, with the exception of representation counsel. (LACCD Board Rule 91101.14(c)(7).)

In sexual misconduct cases, all parties (Respondent and Alleged Victim) must receive the same notifications, mailed at the same time, regarding all steps of the disciplinary process. They must all be given equivalent rights to be heard and access to an Advocate, and must receive comparable notification of the outcome of the disciplinary actions, subject to the legal and District limitations related to the privacy of the parties. All parties must be notified that disciplinary action is being taken, with specific details sufficient to ameliorate concerns of the person who was the object of the violations, subject to legal and District limitations related to the privacy of the parties. (C-14, Section XII.B.) (An "Advocate" is someone trained by a Title IX coordinator, and an Advocate's assistance can include providing moral support as well as information regarding procedural issues, throughout the pendency of an investigation, through the last internal appeal. (C-14, Section II.A.))

When a student or employee reports to West L.A. College that he/she has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, West L.A. College will provide the student or employee a written explanation of the

## INFORMATION REGARDING SEX OFFENDERS

Registered sex offenders must register with campus law enforcement within five working days of commencing enrollment or employment at West L.A. College. (Penal Code section 290.)

Information regarding registered sex offenders may be obtained at the California Department of Justice, Office of Attorney General's "Megan's Law" website, at: <http://www.meganslaw.ca.gov/>

If you are doing a search on the Megan's Law site for sex offenders residing in the local area,

West L.A. College's zip code is 90302.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

West L.A. College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees occurring on the campus. Examples of such emergencies include outbreaks, extreme weather conditions, earthquakes, gas leaks, terrorist incidents, armed intruders, bomb threats, civil unrest, explosions, chemical or hazardous waste spills, etc.

To report an emergency, please contact the Sheriff's Department at (310) 287-4314/4315 or use one of the blue emergency phones throughout the Campus.

### Notification Procedures

To sign up for the emergency notification system,

To sign up for WLAC's emergency text notifications, or to opt-out or change your phone number, follow these instructions:

- Visit the College's Website at [www.wlac.edu](http://www.wlac.edu).
- In the left menu, click on "Campus Safety/Sheriff", which will take you to the campus Sheriff home page.
- In the left menu, click on "WLAC Text Alerts"
- In the left menus, click on "Text Alert Opt-In/Out"
- Enter your user ID and password. Directions as to what your user ID and password are will be on the page (e.g. birth month and year and student id [02/1991 88-#####])
- After user login, if you are already in the system, your phone number will appear in a data box. To change your phone number, or if the number shown cannot receive text messages, delete the existing number, enter a new one and click "Opt-in". If you do not wish to receive notifications, click "Opt-out."
- After user login, if you do not see your phone number in the data box, it means you are not in the system. Enter your phone number capable of receiving text messages and click "Opt-in,"

West L.A. College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond, or otherwise mitigate the emergency.

The entire campus community will be notified when there is a potential that a very large segment of West L.A. College is threatened. The President, Vice President of Administrative Services or designee will reassess the situation to determine whether additional notifications or updates need to be made.

The college president, Vice president of administrative services or designee, in consultation with law enforcement and, perhaps, the administration of LACCD, will determine if an emergency exists. An emergency notification will be made to students and employees by the same methods used to issue warnings under the "Timely Warning Policy" described at the beginning of this report. These are:

- **Blackboard Connect Emergency Notification System** – A text message will be sent to mobile phones of students and employees. An opt-in / opt-out process is being developed for message recipients.
- **Email blast** - A message will be sent to all WLAC employee email addresses.
- **IP Messenger** - An audio message will be sent through desk phones to WLAC employees. The message will also be sent through public address speakers in classrooms, corridors and exterior common areas as this capability is developed.
- **Website news post or message** – Announcements will be posted on the college home page and at <http://www.wlac.edu/Sheriff/text-alerts.aspx>
- **Flyers** – As practicable, flyers will be prepared and distributed/posted on campus
- **Signage** – Signs will be placed in areas of high traffic and at closed entrances to the campus or buildings.

### Testing of Procedures

West L.A. College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond, or otherwise mitigate the emergency.

The entire campus community will be notified when there is a potential that a very large segment of WLAC is threatened. The college president, or his/her designee, will reassess the situation to determine whether additional notifications or updates need to be made.

If needed, the college will notify the surrounding community through its contact with the City of Culver City, which can notify residents through its mass email system.

### Testing of Procedures

West L.A. College conducts tests of its emergency response and evacuation procedures twice annually. The college publicizes its emergency response and evacuation procedures through publication on the college website and posting of written communications in classrooms and offices on campus.

West L.A. College will document each test by recording a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced. Copies of test documentation are available from the Office of Vice President, Administrative Services.